

COMPLIANCE WITH CHILD EXCHANGE AND VISITATION CENTERS GUIDELINES

Directions: If Federal State Access and Visitation Program funding is awarded, providers must comply with the Guidelines developed by the Office of Kansas Attorney General. In a narrative form, describe how the proposed grant project will address each of the following issues as required by the Guidelines. Use the following checklist to verify that all specific requirements as set forth in the Guidelines have been addressed in the narrative, and turn in the checklist and narrative with the application as requirement #13. Please limit this narrative portion to no more than six (6) pages.

ADMINISTRATIVE STRUCTURE

1. Providers _____
2. Premises _____
3. Advisory Group _____
4. Affiliations _____
5. Conflict of Interest _____
6. Insurance _____
7. Accessibility _____
8. Health and Safety Requirements _____

AGENCY RECORDS

9. General Policy _____
10. Financial Responsibility _____
11. Statistics _____
12. Program Evaluation _____
13. Records and Records Recovery _____

REFERRALS

14. General Policy _____
15. Right of Refusal _____
16. Requesting Referral Information _____
17. Secondary Referrals _____

CLIENT FILES AND REPORTS

18. Intake _____
19. Client Records _____
20. Observation Notes _____
21. Evaluative Reports _____
22. Reporting to the Court _____
23. Cautionary Note on All Reports
or Observation Notes _____
24. Routine Case Review _____

CONFIDENTIALITY

25. General Policy _____
26. Release of Information _____
27. Limitations to Confidentiality _____
28. Release of Identifying Information _____

SERVICE PROVISION

- 29. General Policy _____
- 30. Operation Policies and Procedures _____
- 31. Services _____
- 32. Hours of Operation _____
- 33. Fees _____
- 34. Visitation Supervisor to Child Ratio _____
- 35. Written Agreement _____
- 36. Terms and Conditions for Participation _____
- 37. Termination of Services _____

STAFF AND TRAINING

- 38. General Policy _____
- 39. Background Checks _____
- 40. Criteria for Staff Selection _____
- 41. Considerations and Requirements _____
- 42. Staff Roles _____
 - a. Role of Management _____
 - b. Role of Exchange/
Visitation Supervisors _____
 - c. Role of Volunteers and Interns _____
 - d. Role of Security Personnel _____
- 43. Training Goals _____
- 44. Minimum Training Requirements _____
- 45. Continuing Education _____

SAFETY

- 46. General Policy _____
- 47. Security Trained Personnel _____
- 48. Cooperation with Law Enforcement _____
- 49. Procedures _____
- 50. Identification of Children _____
- 51. Identification of Residential
and Non-Residential Parents _____
- 52. Arrivals and Departures _____
- 53. Additional Security Arrangements _____